

Instructions for application of utility service:

1. All applications water, sewer, sanitation, and stormwater services will be submitted in writing to City Hall, Water and Sewer Department Customer Service by the customer requesting service between the hours of 8:00 a.m. – 4:30 p.m.

The Application for New Service or Transfer Service form must be completed along with the following documents:

- a. Copy of Property Deed or
 - b. Copy of Fayette County Tax Bill for property or
 - c. Copy of Closing Documents for the purchase of property or
 - d. Copy of Lease/Rental Agreement for property or
 - e. An Affidavit between Owner and Tenant and
 - f. Two forms of identification**
2. There is a mandatory payment for either a processing fee of \$35.00 (new service) or a transfer fee of \$20.00 required at the time of application
3. Application for service, required documentation, and applicable payment of fees must be completed a minimum of three (3) days prior to establishing service
4. All service connections will be performed between the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday.
5. Application for New Services or Transfer of Services may be obtained by fax or City Website along with instructions to complete the required process for establishing utilities with the City of Fayetteville.
6. Prior to establishment of any utility service, any and all outstanding balances owed for previous utility services with the City of Fayetteville must be paid. This includes any balances that may have been written off the utilities accounts receivable ledger. The only exempt debt that may not be collected is protected by bankruptcy law.
7. Applications for new connections or installations of water and sewer services by Builders and Developers are exempt from the requirements listed in item one (1) above.

New Connections or Installations:

- a. Application for water meter installations or sewer connections will be completed by the Builder/Developer of the property being developed.
 - b. Installation and Connection fees must be paid at the time of application.
 - c. Upon completion of the application and payment of all fees the procedures outlined in Administrative Policy 12.0 – Water and Sewer Department Workorders will be followed.

8. All properties that revert back to the owner and/or property manager upon termination by a customer requires the completion of items 1, 3 and 4 above for each property.

****You may accept any of the two following forms of identification:**

- Valid Driver's License
- Valid identification card issued by a branch, department, agency, or entity of the State of Georgia, or any other state, or the United States authorized by law to issue personal identification
- United States Passport
- Valid employee identification card containing a photograph and issued by an employer in the ordinary course of such employer's business
- Valid student identification card containing a photograph from a public or private college, university, or postgraduate technical or professional school
- Valid license to carry a pistol or revolver
- Valid pilot's license issued by the Federal Aviation Administration or other authorized agency of the United States
- United States Military Identification
- Certified copy of Birth Certificate
- Social Security Card
- Certified naturalization documentation
- Certified copy of court records showing adoption, name change, or divorce
- Current utility bill, or a legible copy thereof, showing name and address
- Bank statement, or legible copy thereof, showing name and address

Government check or paycheck, or legible copy thereof, showing name and address